

**Optimist Club of Herndon
Statement of Policy**

1. Policy Name: **Anti-Harassment and Anti-Discrimination**

2. Policy Effective Date: Initial December 26, 2012
Revision July 20, 2013
Revision November 6, 2023

3. Policy Review Date (or “None”): Annually

4. Policy Expiration Date (or “None”): None

5. Policy Purpose and Objectives:

The purpose of this policy is to ensure that the Optimist Club of Herndon (hereafter referred to as “HOC”) and each of its civic and sports programs implements and enforces anti-harassment and anti-discrimination procedures as required by the HOC’s insurance provider.

6. Persons and Programs to Which the Policy Applies:

- a. This policy applies to all HOC programs.
- b. This policy applies to HOC Board members and all HOC program personnel including program managers and assistants, team staff, volunteers, and program participants (e.g., players, training attendees, youth game officials).

7. Requirements to Satisfy the Policy:

This policy is satisfied by implementation of (a) and (b) below:

- a. Each HOC program incorporates the HOC-provided Anti-Harassment and Anti-Discrimination Agreement into its HOC program registration process.
- b. Each HOC program maintains an electronic record of violations of an Anti-Harassment and Anti-Discrimination Agreement, including the identification of the persons involved in the incident(s), the date(s) and location(s) of the incident(s), the specific action(s) that violated the Agreement, and what action(s) the HOC program took to address the violation(s).

8. Assistance and Resources Provided to Execute the Policy:

- a. The HOC will provide the text for the Anti-Harassment and Anti-Discrimination Agreement to be incorporated into the HOC program registration process.
- b. A member of the HOC Board or another HOC program’s representative will be made available to provide training and assistance on how to implement this policy.

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9. Policy Implementation:

- a. As of the effective date of this policy, each HOC program must have the HOC-provided the Anti-Harassment and Anti-Discrimination Agreement incorporated into its HOC program registration process.
- b. If there is a violation of a PII Handling and Non-Disclosure Agreement, an email must be sent within three (3) days to the HOC Board identifying the persons involved in the incident(s), the dates and locations of the incident(s), the specific action(s) that violated the Agreement, and what action(s) the HOC program took to address the violation(s).

10. Consequences of Failure to Follow the Policy:

- a. If an HOC program or personnel is found to not be in compliance with this policy, the HOC Board will send an email to the HOC Civic or Sports Program Director identifying the problem, the corrective action(s) to be taken, and the timeframe(s) for completing the corrective action(s).
- b. If the HOC program or personnel does not execute the corrective action(s) within the specified timeframe(s), the HOC Board may suspend the HOC program's activities or HOC program personnel until a meeting with the HOC Board takes place and corrective actions are completed.